

PeopleSoft User Group

May 13, 2015



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User Group Agenda

- nVision Reports
- Updating the Journey To Excellence
- Time Study



nVision Reports

- Copying / Renaming nVision Reports
- Deleting nVision Reports
- Share nVision Reports



Copy / Rename a nVision Report

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-49 of 49 Last

Business Unit	Report ID	Description
L144	ACNA_AUD	Statement of Activities-Audit
L144	ACNA_MAN	St of Act & Chng in Net Assets
L144	BANALR2	Budget Analysis Summary #2
L144	BUDANAL	Budget Analysis-Summary
L144	BUDANAL2	Budget Analysis Summary Fund 2
L144	BUDANAL3	Budget Analysis Summary Fund 3
L144	CAMPANL1	NCAPCampAnalysisReportScope
L144	CSOP-UR1	Comp St of Operation UR Fund 1
L144	CSOP-UR2	Comparative St of Opns Fund 2
L144	CSOP-UR3	Comp St of UR Opns Fund 3
L144	D-BUD-AN	Detailed Budget Analysis-Scope
L144	D-PRMAN1	Detailed Project Mngmt ScopeF1
L144	D-PRMAN2	Detailed Project Mgmt Scope F2



Copy / Rename a nVision Report

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)

Business Unit: L144 **Report ID:** BUDANAL

Report Title: Budget Analysis-Summary

***Layout:** LC BUDGET ANALYSIS-SUMMARY

Report Date Selection

***As Of Reporting Date:** Specify 12/31/2014

***Tree As Of Date:** Use As Of Reporting Date

Override Tree As of Date if Specified in Layout

Output Options

***Type:** Web

***Format:** Microsoft Excel Files (*.xls)

[Scope and Delivery Templates](#)

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)

[Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)




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Copy / Rename a nVision Report

Copy Report Request

Business Unit: L144 Report ID: BUDANAL

Business Unit: L144  Report ID: JBUD

Enter the Business Unit you wish to copy this nVision Report Request to.
To clone a Report Request, select the same Business Unit and change the Report Id to a unique value.

OK

Cancel

Push the OK button when ready..



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Copy / Rename a nVision Report

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)

Business Unit: L144 **Report ID:** BUDANAL [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)

Report Title: Jerry Budget Report × [Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)

***Layout:** LC BUDGET ANALYSIS-SUMMARY [Share This Report Request](#)

Report Date Selection

***As Of Reporting Date:** Specify ▼ 12/31/2014 📅

***Tree As Of Date:** Use As Of Reporting Date ▼
 Override Tree As of Date if Specified in Layout

Output Options

***Type:** Web ▼ [Scope and Delivery Templates](#)

***Format:** Microsoft Excel Files (*.xls) ▼

[Run Report](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)



Copy / Rename a nVision Report

L144	FCBSUMF1	Forecast with Budget - Summary
L144	FCBSUMS1	Forecast Summary F1 - Scope
L144	FINPOS_A	St of Financial Position Audit
L144	FINPOS_S	Statement of Financial Positio
L144	FUNCTEXP	Statement of Functional Expens
L144	GLACCT	LC_GL Acct Listing1
L144	JBUD	Jerry Budget Report
L144	JIM	Project Management Sum-Scope
L144	LFL-SOP	Learning for Life St Operation
L144	LIQRATIO	Liquidity Ratios
L144	PROMANAG	Project Management Report
L144	PROMANS2	Project Management Fund2 Scope
L144	SOCE	Statement of Cash Flows
L144	SSOP-UR1	Standard St of Opns UR Fund 1
L144	SSOP-UR2	Standard St of UR Opns Fund 2
L144	SSOP-UR3	Standard St of UR Opns Fund 3



Delete a nVision Report

L144	FCBDTLF1	Forecast with Budget - Detail
L144	FCBDTLS1	Forecast Detail F1 Scope
L144	FCBSUMF1	Forecast with Budget - Summary
L144	FCBSUMS1	Forecast Summary F1 - Scope
L144	FINPOS_A	St of Financial Position Audit
L144	FINPOS_S	Statement of Financial Positio
L144	FUNCTEXP	Statement of Functional Expens
L144	GLACCT	LC_GL_Acct_Listing1
L144	JBUD	Jerry Budget Report
L144	JIM	Project Management Sum-Scope
L144	LFL-SOP	Learning for Life St Operation
L144	LIQRATIO	Liquidity Ratios
L144	PROMANAG	Project Management Report
L144	PROMANS2	Project Management Fund2 Scope
L144	SOCF	Statement of Cash Flows



Delete a nVision Report

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)

Business Unit: L144 **Report ID:** JIM [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)

Report Title: Project Management Sum-Scope × [Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)

***Layout:** LC PROJECT MANAGEMENT REPORT [Share This Report Request](#)

▼ **Report Date Selection**

***As Of Reporting Date:** Specify ▼ 09/30/2014 [st]

***Tree As Of Date:** Use As Of Reporting Date ▼
 Override Tree As of Date if Specified in Layout

▼ **Output Options** [Scope and Delivery Templates](#)

***Type:** Web ▼

***Format:** Microsoft Excel Files (*.xls) ▼

[Run Report](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[nVision Report Request](#) | [Advanced Options](#) | [Query Prompts](#)



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Share a nVision Report

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)

Business Unit: L144 **Report ID:** D1BA [Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

Report Title: Jerry's Budget Reports

***Layout:** LC BUDGET ANALYSIS-SUMMARY

Report Date Selection

***As Of Reporting Date:** Specify 12/31/2014

***Tree As Of Date:** Use As Of Reporting Date
 Override Tree As of Date if Specified in Layout

Output Options

***Type:** Web [Scope and Delivery Templates](#)
***Format:** Microsoft Excel Files (*.xls)

[Run Report](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

nVision Report Request | [Advanced Options](#) | [Query Prompts](#)



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Share a nVision Report

nVision Share Report Request

Business Unit: L144 Report ID: D1BA

Last Update User ID: KSPANIER





Last Update Date/Time: 11/12/14 9:13:39AM





Access Mode

Public

Secured

Report Request shared with:

[Customize](#) | [Find](#) | [View All](#) |  |  First  1 of 1  Last

	ID Type	*Distribution ID		
1	User 	KSPANIER 		

OK

Cancel



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Journey to Excellence Submission

- Submitting JTE
- Populate the Finance Facts database
- This is not an automatic process
- Part of the month-end process
- After making Audit Adjustments



Journey to Excellence Submission

The screenshot shows a web application interface with a breadcrumb trail: Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal. Below the breadcrumb is a plus sign icon and the title 'BSA GL Period Balances'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. A blue box with the number '1' is positioned over the 'Add a New Value' tab. Below the tabs is a horizontal line. Underneath the line is a text input field labeled 'Run Control ID:' containing the text 'BSA_GL_Period_Balances'. A blue box with the number '2' is positioned over the right side of this input field. Below the input field is a button labeled 'Add'. A blue box with the number '3' is positioned over the 'Add' button. At the bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.



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Journey to Excellence Submission

Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

GL Period Balances

Run Control ID: BSA_GL_Period_Balances Report Manager Process Monitor Run **5**

Language: English

Report Request Parameters

Business Unit: **1**

Fiscal Year: 2013 **2** Period: 10 **3**

4

Save Return to Search Previous in List Next in List Notify Add Update/Display



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Journey to Excellence Submission

Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

Process Scheduler Request

User ID: DONDAY Run Control ID: BSA_GL_Period_Balances

Server Name: Run Date: 12/17/2013
Recurrence: Run Time: 8:56:42AM
Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GL Period Balances	BSA_LC_GL007	Application Engine	Web	TXT	Distribution



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Journey to Excellence Submission

Favorites | Main Menu > BSA > Local Council Updates > LC Month-end GL Transmittal

Process List | **Server List**

View Process Request For

User ID: DONDAY | Type: | Last | 1 | Hours | Refresh

Server: | Name: | Instance: | to |

Run Status: | Distribution Status: | Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1030509		Application Engine	BSA_LC_GL007	DONDAY	12/17/2013 8:56:42AM CST	Success	Posted	Details

Verify "Success" & "Posted"

[Go back to BSA GL Period Balances](#)

Save | Notify

Process List | [Server List](#)



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Journey to Excellence Submission

- Using the “Refresh” button, wait until status is complete with “Success” in the Run Status column and “Posted” in the Distribution Status
- If this process completes with an “Error” in the Run Status, contact the Member Care Contact Center to report this condition.



Journey to Excellence Submission

- If you make an adjustment to a prior period that you had previously transmitted, you must resubmit that period and any subsequent periods affected. If you make an audit adjustment to December of last year, you should resubmit that December and then also resubmit January, February, etc. down to the last month you had previously transmitted. Because of the processes that work in the background when you submit, you must wait four hours between each period submission.



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Time Study Journal Entry

- If there is no change in time study percentages from the prior year
 - Copy prior year time study journal entry
 - Change the journal date to 01/01/2015, and post the journal entry
- Query LC_TIME_STUDY_JOURNAL_ENTRIES

LC_TIME_STUDY_JOURNAL_ENTRIES - Time Study Journal Entries

Business Unit: 

Fiscal Year:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First [1-6 of 6](#) Last

	Unit	Journal ID	Year	Stat Amt	Line Descr	Line Date
1	L...	2014_TIME%	2014	75.00	Program Time Study Percentage	01/01/2014
2	L...	2014_TIME%	2014	12.00	Management Time Study Percent	01/01/2014
3	L...	2014_TIME%	2014	13.00	Fundraising Time Study Percent	01/01/2014



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Create a Time Study Journal Entry

On the next screen add a long description.

Header | Lines | Totals | Errors | Approval

Unit: L590 Journal ID: 2013_TIME% Date: 01/01/2013

Long Description: Enter 2013 Time Study Percentages

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: GJ Period: 1

Reference Number: ADB Date: 01/01/2013

Journal Class: Transaction Code: GENERAL

SJE Type: Auto Generate Lines

[Currency Defaults: USD / CRRNT / 1](#) Save Journal Incomplete Status

[Attachments \(0\)](#) Autobalance on 0 Amount Line

[Reversal: Do Not Generate Reversal](#)

Save Notify Refresh Add Update/Display



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Create a Time Study Journal Entry

Click on the link "Templates List"

Header **Lines** Totals Errors Approval

Unit: L590 Journal ID: 2013_TIME% Date: 01/01/2013

[Template List](#) 1 [Change Values](#)

Inter/IntraUnit *Process: Edit Journal Process

Lines

Select	Line	*Unit	*Ledger	Fund	Account	Project	Class	Debit Amount
	1	L590	ACTUALS					



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Create a Time Study Journal Entry

- 1- Un-Check both the default “LOCAL” & “Permission” boxes.
 - 2- Check both of the “Time Study” boxes as shown.
 - 3- Click “OK” to Save. NOTE: The default will return when you are through with this journal.
- A different looking “Lines” tab page will appear.

Journal Entry Template List

Journal Entry Template - Show Journal Line Grid Columns

Chartfield Amount Miscellaneous

Selected	Template Type	Template ID	Default	Unit
<input type="checkbox"/> 1	Permission	LOCAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	All	LOCAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 2	All	TIMESTUDY	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Journal Line Copy Down - Copy Journal Line Columns to New Lines

Chartfield Amount Miscellaneous

Selected	Action	Template Type	Copy Down ID
<input type="checkbox"/> 1		Permission	1
<input type="checkbox"/>		All	1
<input checked="" type="checkbox"/> 2		All	TIMESTUDY

3

OK Cancel Refresh



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Time Study Journal Entry

1- Notice that gone are Fund, Account, Project, and Debit/Credit fields.

2- Add two lines and then select Account “PROG” and enter the “Stat Amt” from the Time Study for Program.

3- Select Account “MNGMNT” and enter the “Stat Amt” from the Time Study for Management.

4- Select Account “FUNDR” and enter the “Stat Amt” from the Time Study for Fundraising. BE SURE THAT THE TOTAL OF THE THREE IS 100.00.

5- Save your Journal. It is now ready for Edit and Post process on your schedule.

Header | Lines | Totals | Errors | Approval

Unit: L590 Journal ID: 2013_TIME% Date: 01/01/2013

Template List Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	*Ledger	Account	Stat Amt	Journal Line Description
<input type="checkbox"/>	1	L590	ACTUALS	PROG	85.50	Program Time Study Percentage
<input type="checkbox"/>	4	L590	ACTUALS	MNGMT	4.50	Management Time Study Percent
<input type="checkbox"/>	5	L590	ACTUALS	FUNDR	10.00	Fundraising Time Study Percent

Lines to add: 2

Must = 100.00

Unit	Total Lines	Total Debits	Total Credits	Journal Status
L590	3	0.00	0.00	N

Save Notify Refresh Add Up



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For the Good of the Order

- User Guide
- Best practices
- Needs



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